



Approve Expense Reimbursement

Step 1

Approvers will receive an e-mail indicating that they have a form to approve.

From the CalATERS web site at http://www.sco.ca.gov/calaters_global.html

Under Global Sign In, click CalATERS Global.

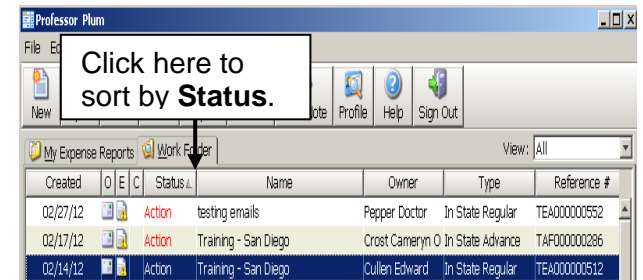


Step 2

Key User ID and Password.

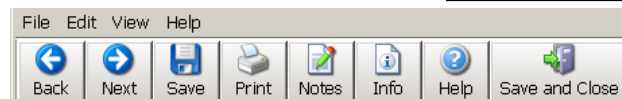
Click **Logon**.

Step 3

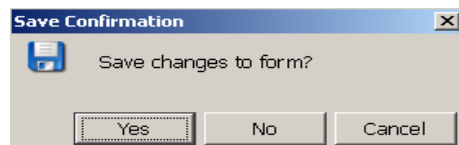


From the work queue, open (double click on) an Expense Reimbursement form that has a status of **Action**.

Step 4 Information



At any point during the review of the form, you may exit and save changes. Click **Save and Close**.



Click **Yes** to save changes.

Step 5

Tab **1. Review** displays expense items that require prior approval, exceed an expense limit, or require mandatory review. Click **Next Review Item** to view each message. Use **Detail...** and **Policy...** to obtain additional information.

Click **2. General**.

Step 6 Information

By default, expenses are charged to coding indicated in the employee's Profile. To view Profile, click **Edit**, then **Profile**.

Charge by individual expense item is selected when expenses are to be charged to different coding.

Charge by percentage/amount of total expense report is selected when total amount of expenses is to be divided and charged to multiple account coding combination.

Click **3. Expenses**.



Approve Expense Reimbursement

Step 7

Edward Cullen [In State Regular: Training - San Diego]

File Edit View Help

Back Next Save Print Notes Info List Help Save and Close

1. Review 2. General 3. Expenses 4. Completion

Expenses

	Mon Jan 2	Tue Jan 3	Wed Jan 4	Totals
Lunch	10.00			30.00
Dinner	18.00			54.00
Lodging	91.51			272.53
Airfare - Commercial	159.00			159.00
Auto/Car Rental	75.00			75.00
Incidentals	6.00			12.00
Business Expense - Other	100.00			100.00
				720.53

Expense: Lodging Date: 01/02/12 Monday Payment Type: Cash Amount: 91.51 Hotel: Courtyard Update

Room Amount: \$5.00 Tax Amount: 6.51 County: San Diego County

Receipt Included: Yes

UCM Object Code: 2920543210

Detail

Add a Note when reducing amounts.

Expenses should be reviewed; amounts can be reduced. If **Detail** button displays, the expense is a review item.

Click tab **4. Completion**.

Step 8

Edward Cullen [In State Regular: Training - San Diego]

File Edit View Help

Back Next Save Print Notes Info List Help Save and Close

1. Review 2. General 3. Expenses 4. Completion

5. Receipts 6. Travel advance recovery 7. Summary 8. Approve / Return

5 Receipts

Receipt	Date	Amount	Expense
Yes	01/02/12	91.51	Lodging
Yes	01/03/12	90.51	Lodging
Yes	01/04/12	90.51	Lodging
Yes	01/02/12	75.00	Auto/Car Rental
Yes	01/02/12	100.00	Business Expense - Other

Receipt Item - Date : 01/02/12 Amount : 91.51 Expense : Lodging

Receipt submitted: Yes Update

Additional tabs may display:

Receipts – *** Lists required receipts ***.

Travel Advance Recovery – Lists outstanding Travel Advances available for recovery.

Summary – Summary of total claim, travel advance scheduling and reimbursement.

Review each tab, and then click **8. Approve / Return**.

Step 9

Edward Cullen [In State Regular: Training - San Diego]

File Edit View Help

Back Next Save Print Notes Info List Help Save and Close

1. Review 2. General 3. Expenses 4. Completion

5. Receipts 6. Travel advance recovery 7. Summary 8. Approve / Return

Approve / Return

Add Approver

Send Copy

I hereby certify that:

1) I am authorized by my department to approve expense reimbursement requests; and
2) the expense(s) contained herein were incurred and in the conduct of official State business and were authorized and in keeping with the applicable rules for expense reimbursement requests.

Approve Return

This screen is used to approve or return an Expense Reimbursement. It can also be used to add an additional approver. To add an approver click **Add Approver** and **Look Up** approver's last name. Click **Ok** to add approver.

Step 11

Enter Adjustment Reason

Reason:

Ok Cancel

When an adjustment is made on tab **3. Expenses**, the **Adjustment Reason** box will display. Key a reason e.g., See Note Log.

CalATERS will generate an e-mail to the employee, notifying the employee of the adjustment.

At the **Approve/Return** screen, key your password and click one of the following:

Approve Approves the form and moves the form to the next approver or accounting.

Return Returns the form to the employee or previous approver for corrections or additional information. You must key a return reason. CalATERS sends an e-mail notifying the person that the form has been returned.